



King County
JOURNEY LAN ADMINISTRATOR
DEPARTMENT OF NATURAL RESOURCES & PARKS
WASTEWATER TREATMENT DIVISION
Hourly Salary: \$24.62 – \$31.20
Job Announcement: 05EM5709
OPEN: 12/19/05 CLOSE: 12/30/05

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: The required King County forms are available for download from <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>, or may be picked up in person from the King County Human Resources Division, 500 – 4th Ave, Ste 400, Seattle, WA 98104.

Submit required forms and materials to:

Wastewater Treatment Division-HR, 201 S. Jackson St., MS-KSC-NR-0511, Seattle, WA 98104

PLEASE NOTE: Applications not received at the location specified above may not be processed.

Applications materials must be *received by* 5:00 p.m. on the closing date. Contact John Buffo at (206) 684-1429 for further inquiries.

FORMS AND MATERIALS REQUIRED: A [King County data and application form](#), resume and letter of qualification detailing your background and describing how your education and experience meet or exceed the requirements of the job.

WORK LOCATION: King Street Center, 201 S. Jackson Street, Seattle, Washington, with occasional travel required to other Wastewater Treatment Division worksites and facilities.

WORK SCHEDULE: This position is exempt from the overtime provisions of the FLSA and is not overtime eligible. The regular work week is 40 hours, Monday through Friday.

PRIMARY JOB FUNCTIONS:

1. Set up, maintain, configure, and provide support on local area networks, Windows 2000 and 2003 file, print and applications servers, and Win 2000, XP, and Macintosh desktop computers.
2. Act as primary contact for desktop trouble shooting, computer repair, and as a resource to end users in resolving computer hardware and software problems..
3. Design, enhance, implement, program, modify, and test new or existing computer applications and information systems.
4. Assist lead staff on a project-specific basis; identify project tasks, client contacts, team assignment or resources.
5. Ensure all desktop systems have updated anti-virus software and the latest virus signatures.
6. Research, evaluate and recommend new software, hardware, and communications technology and products.
7. Prepare documentation, standards, user manuals, schematics, blueprints and technical drawings related to computer applications, information systems, computer equipment, and computer network topologies.
8. Provide effective user training.

QUALIFICATIONS:

Associate's Degree in Computer Science, Information Systems, or equivalent plus two years of experience in computer technical support on a microcomputer hardware/software platform or any equivalent combination of experience and training. Experience should include the installation and troubleshooting of Windows 2000 and XP, standard desktop application suites such as Microsoft Office, and e-mail systems such as Microsoft Outlook 2000 and 2003.

- Must have skills and ability in the operations and administration of Windows 2000 and 2003 Servers, Win 2000 and XP Workstations in an Active Directory Network environment.
- Ability to setup modems, both analog and wireless; ability to handle the usual issues connected with internal desktop support;
- Ability to provide end users with problem resolution, both locally and remotely by telephone;
- Ability to design and develop basic user manuals and provide training to personnel with desktop application training;
- Thorough knowledge of TCP/IP setup and trouble shooting at the workstation level;
- Ability to setup printers and scanners making them available to end users;
- Ability to develop and customize spreadsheet, word-processing and database applications for individual end user requirements;
- Have a solid background in supporting the end user with all issues connected with internal desktop support;
- Excellent written/verbal communications and training skills.
- Background in Website support and development desired.

NECESSARY SPECIAL REQUIREMENTS:

- A valid Washington State Driver's License or out of state equivalent is required. The successful candidate will be required to provide a complete five year driving abstract prior to final job offer.
- Must be able to lift and carry up to 50 pounds.

PHYSICAL REQUIREMENTS: Work may be performed in highly hazardous construction and biological environments, and in small or confined workspaces. Personal protective equipment and confined space procedures may be necessary. Work pressures, disturbances to work flow and irregularities in work schedule are expected, and do occur on an intermittent basis. These positions are subject to 24-hour calls regarding system problems.

UNION MEMBERSHIP: This position is represented by the International Federation of Technical and Professional Employees (IFTPE), Local 17

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